Process	*GFAAG Journal using Control Totals*
Process Number	*GL – 008*

Description of Process

Enter a journal using the General Fixed Asset Account Group ledger group. The journal will only post to the GFAAG ledger because there is only one ledger in the group. Enter Control Totals to verify the accuracy and completeness of the journal. Control Totals are located on the Totals panel on the Journal Entry – Base Currency panel group and let you specify the total debits and credits, units, or number of lines to be entered in the journal. As you enter the journal lines, the system displays a running total of the actual debits and credits, units, and lines as well as the difference between the actual amounts and your Control Totals. This feature is *optional* and its use will depend on the complexity of the journal that you are entering. The edit process verifies that the actual amounts entered agree with the Control Totals. If there is a difference, the edit process will indicate that there is an error and the journal will have to be reviewed and corrected.

Input to Process

Journal is written up, signed, assigned a number and approved. The journal is then entered into PeopleSoft.

Output of Process

Journal with Control Total information and ledger group of GFAAG is ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Enter - Base Currency

Business Process Description

| Process Description	Responsibility (Agency/Centralized)
Step 1: Create identifiers for the journal Enter the Business Unit, the General Ledger Journal ID and the journal date for your particular journal. These three fields represent the key fields for all journals. The date will default to today date, but can be modified as needed. Also, if you want to make an entry to a previous accounting period, you should use the last day of the period to which you want the journal to post.	Agency
Step 2: Complete information on Header Panel Select the appropriate source from the Source Field drop down box: MAN = Regular Journal GAP = GAAP Only Journal FED = FEDS Only Journal Select GFAAG as your ledger group. This means transactions will only post to the GFAAG ledger.	Agency
Step 3: Enter Control Totals Go to the Totals Panel and enter the total debits and credits, units, or lines. Your ledger will default as GFAAG.	Agency
Step 4: Enter ChartField information On the Lines Panel you will enter all of your ChartField information. You will enter the Account, Fund, Organization, Program, Sub-Classification, Budget Year, Project/Grant, and Amount for each line in your journal. All fields are required.	Agency
Step 5: Verify Control Totals Go to the Totals Panel and verify that you do not have a difference between your actual totals and control totals. In addition to Control Total balancing, all journals must balance debits and credits by Business Unit, Fund, and Program or the journals will not pass the Edit Process.	Agency
Step 6: Correct any identified errors	Agency
Step 7: Save the journal The journal is now ready to go through Edit, Budget Checking, and Post process in the nightly batch cycle.	Agency

Forms Used with Process (#)

**Attach sample form(s) \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\Journal Processing\JVENTRY.xls

Process Flow Diagram (if appropriate):
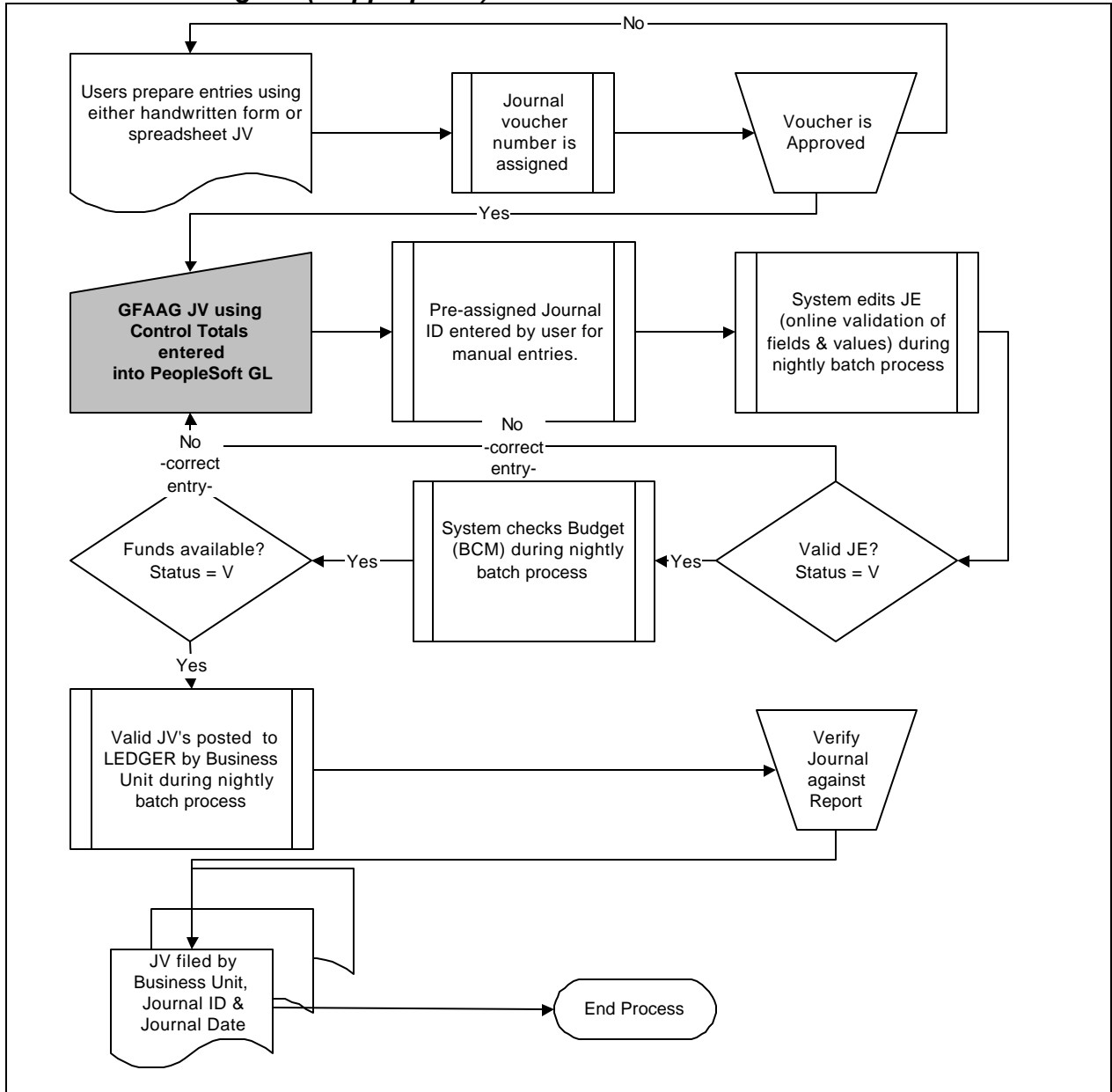
Process Signoff

Tested By
Date Tested